

RECREATION AID
NF-0189-02

AUTO HOBBY
MORALE, WELFARE
& RECREATION

RECREATION AID/TOOL ROOM ATTENDANT
GS-0189-03 or NF-0189-02

INTRODUCTION

This position is located in the Auto Hobby Shop, MWR Division of the Morale, Quality of Life Department, Naval Air Station, Lemoore, California. Incumbent provides support functions related to the daily operations of the Auto Hobby Shop and Car Wash, which operates a vehicle repair service and provides tools and assistance to patrons who perform vehicle maintenance on their private vehicles.

MAJOR DUTIES AND RESPONSIBILITIES

A. General Facility Duties

Assists in maintaining the Auto Hobby Shop/Carwash and surrounding areas. Keeps areas free of debris and assists with cleaning and maintenance of the facility. Ensures all safety regulations and general shop rules are followed at all times. Maintains cleanliness of the tool room spaces and all tools and equipment.

B. Tool Room Duties

Responsible for assigning work benches and stall spaces to patrons for vehicle repairs, issuing common specialized tools such as mechanic's hand tools, wrenches, etc., for use in the facility. Ensures the return of all tools and equipment on a daily basis. Informs the supervisor of discrepancies. Provide patrons with access to vehicle repair manuals when available.

Conducts monthly, informal inventories of all hand tools and equipment. Reports any broken, worn or missing items to the supervisor. Turns in daily reports on assignment of stalls or equipment in need of repair.

Provides information to patrons concerning availability of tools, spaces, and manuals as well as ensuring patrons sign acknowledgement of shop rules for protection of equipment and safety purposes.

C. Operates a cash register. Collects fees and charges, processing necessary paperwork for deposit of receipts and to ensure safeguarding of change fund. Ensures proper and timely processing of all customers repair orders and parts issuing related to automotive repair accomplished at the Auto Hobby Shop.

D. Acts as the Hazardous Waste Coordinator for the Automotive Center. Maintains all pertinent information on all hazardous materials stored for the facility. Maintains current material safety data sheets and daily inspections of all hazardous material stored at the Auto Hobby Shop. Manages the designated disposal site for waste oil and antifreeze, ensuring a daily hazardous waste log is kept recording all waste oil, anti-freeze, etc., that is to be disposed of. Coordinates with Environmental personnel to ensure the proper compliance with all directives and procedures. Ensures patron use of hazardous materials is monitored, enforcing safety rules. Attends all environmental and hazardous waste monthly training for the facility. Acts as Assistant Hazardous Waste Coordinator for the QOL Department.

Position requires the possession of or the ability to obtain a forklift license. Position requires the use of a forklift to move and arrange hazardous waste drums.

Performs other duties as assigned.

KNOWLEDGE REQUIRED-BY THE POSITION

Must have the ability to understand and carry out verbal and written directions and to convey instructions to others in a clear and concise manner. Must have a general knowledge of various vehicle repair tools and uses. Must be familiar with NAS Lemoore Instructions, notices pertaining to all hazardous waste collection and disposition.

SUPERVISORY CONTROL

Works under the supervision of the Auto Hobby Shop Technician who provides written and oral instructions on work to be performed. Incumbent is expected to use logic and tact in dealing with patrons and other employees, resolving problems independently when possible. Difficult or unusual problems which may arise are referred to the supervisor for resolution or guidance.

GUIDELINES

Specific, detailed guidelines covering all important aspects of the assignment are provided. The rules and/or regulations to be enforced are clearly defined.

The employee works in strict adherence to the guidelines. In situations for which the existing guidelines cannot be applied or in the event significant proposed deviations from the guidelines are addressed, the supervisor will provide the guidance.

COMPLEXITY

Work is routine in nature. The employee identifies the requirements of the task and decides what action is necessary, referring more complex issues to a higher level Auto Hobby Shop Technician.

SCOPE AND EFFECT

The employee performs specific operations involving a few separate tasks or procedures. Services provided affect the safety of patrons and the patron acceptance of services -,within the activity. Incumbent must-be able to apply tact and diplomacy due to the nature of the business. The manner in which directives are issued to patrons for their own safety directly affects the patron's satisfaction and the success of the program.

PERSONAL CONTACTS

Contacts are mainly with patrons who are usually all ranks of active duty military and their dependents as well as with fellow employees and various MWR supervisors. Some contact may be made with civilians not affiliated with the Department of Defense or with other departments on the Station.

PURPOSE OF CONTACTS

The purpose is to obtain information for the activity in relation to availability of items on order and facility maintenance work to be performed. Incumbent must deal with patrons who may be in need of advice for vehicle repair or who may be dissatisfied with the operation of shop equipment.

PHYSICAL DEMANDS

Work requires stooping, bending, stretching, and standing on cement floors. A chair is available for use at the counter of the issue room. **May be** required to lift up to 50 pounds.

WORKING CONDITIONS

Work is primarily indoors where adequate heating, cooling and lighting are provided. Incumbent is at times required to perform light custodial tasks outdoors where they are exposed to hot, chilly or rainy days.